



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

NURSING INVESTIGATOR/SUPERVISOR

Job Number: 20001022

Job Code: 43420V161016

Job Group: 4300 - NURSING

Job Established: 08/01/1984

Job Revised: 10/16/2016

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs investigative work and supervises and coordinates disciplinary action in all areas related to nurse licensure; supervises and evaluates the work of nurse investigators and investigative staff; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in nursing.

EXPERIENCE:

Must have seven years of experience in nursing practice, education, investigation or administration as a Registered Nurse.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in one of the above areas will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed in Kentucky as a registered nurse or possess a valid work permit issued by the Kentucky Board of Nursing. <http://www.lrc.state.ky.us/KRS/314-00/041.PDF> <http://www.lrc.state.ky.us/KRS/314-00/101.PDF> <http://www.kbn.ky.gov/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises nursing investigators and support staff. Receives and responds to complaints. Investigates written complaints regarding the practice, behavior, and licensure status of nurses. Advises complainants about complaint procedure. Consults with legal counsel in disposition of complaints. Consults with appropriate persons regarding nursing practices and/or violations of the Kentucky Nursing Laws. Makes recommendations for and assists with hearings. Prepares written report of investigations. Is responsible for the security and confidentiality of investigative materials. Monitors compliance with orders, regulations and statutes. Reviews applications for eligibility for Kentucky licensure. Participates in educational programs on the legal aspects of nursing and the disciplinary process.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.